

SEAFCA Resolution Policy



Prepared by
Resolution Committee
Adopted 1-13-06

The following Resolution Process was prepared submitted at the request of the Southeastern Association Fire Chief's Board of Directors. No guidelines existed to effectively organize and present to the Board and the membership of the SEAFRC Resolutions that are presented to the membership at the Annual SEAFRC Conference. Often this process is hurried during the conference session and the Board is unaware of Resolutions until after they are presented before the membership.

The process listed below is to be formally incorporated as an administrative process for the presentation of Resolutions before the Membership during the SEAFRC Annual Conference.

Tentative Resolution Process

1. Any member in good standing may submit for consideration to the membership of the SEAFRC a resolution for consideration.
2. Proof of membership status (copy of membership card or identification number) shall be provided at the time the resolution is submitted.
3. All resolutions for consideration shall be submitted the Office of the SEAFRC 45-days prior to the beginning of the SEAFRC Annual Conference.
4. The SEAFRC administrative staff shall verify member status before submitting the resolution to the Resolution Committee.
5. The Chair of the Resolution Committee will establish a meeting/conference call with the Resolution Committee in order to formally prepare the resolutions for presentation to the Board for a recommendation of support or do not support to the membership present at the Annual SEAFRC Conference.
6. The Board will review the resolutions at the board meeting held prior to the start of the conference and vote to support or not support each resolution.
7. The Chair of the Resolution Committee will present before the Annual Conference and its members the submitted Resolutions along with the Board's recommendation for a vote of approval of the resolutions by all members in good standing that are present at the Annual SEAFRC Conference.
8. During the presentation of the resolution before the Annual SEAFRC Conference the submitted Resolution may be amended or withdrawn in accordance with Roberts Rules of Order.
9. A Resolution acknowledging vendor support, speaker presentation or an acknowledgment of an invitee or visitor may be accomplished if the Resolution is presented to the Resolution Chair or his/her designee on or prior to the second day of the Conference close of business.